

8 NOV 1973

MEMORANDUM FOR: Director of Logistics

SUBJECT : Letter of Appreciation

STAT 1. On behalf of my staff, I would like to express our thanks to [] of your Space Maintenance and Facilities Branch for the fine job he did in setting up the auditorium for Mr. Colby's speech.

2. Mr. Colby's speech was intended to kick-off the Records Management Officers Conference. Unfortunately it had to be cancelled at the last minute because Mr. Colby had an unscheduled change of plans.

3. I only wish we would have had sufficient notice to save Gerry the trouble of setting up the auditorium.

SIGNED

[]
Chief, Information Systems Analysis Staff

STAT

ISAS/RMO/ORS:jlb (2 Nov 73)

Distribution:

Orig - Adse

1 - ISAS

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STAT